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SUGGESTIONS

ON THEIR

FOUNDATION AND ADMINISTRATION

WITH

A SELECTED LIST OF BOOKS

REVISED EDITION

PUBLISHED FOR THE
AMERICAN SOCIAL SCIENCE ASSOCIATION
BY
HURD AND HOUGHTON, 13 ASTOR PLACE, NEW YORK
The Riverside Press, Cambridge, Mass.

1871

American Social Science Association.

THE undersigned beg to call your attention to the work of the American Social Science Association. It aims to insure the welfare of society by promoting the careful study and judicious practical treatment of questions relating to education, employment, and government, including reform in the Civil and Diplomatic Service, in the management of public and private institutions, financial affairs, and sanitary interests. The Transactions, as far as published, show what has been attempted, and to some extent what has been accomplished in the prosecution of the objects before the Association. Six hundred members are now enrolled, but there is room for many more, especially for such as will engage in the service which needs them and to which they are cordially invited.

The general expenses, including but one salary, that of a Secretary, and the common office charges, are met by the annual subscriptions of members. The present assessment is five dollars, the payment of which entitles the subscriber to receive the publications of the Association. Life memberships of \$100 each, and donations of various amounts, have hitherto sufficed to meet the expenses of printing, which are necessarily large.

Subscriptions may be paid to any accredited agent, or remitted to Mr. J. S. BLATCHFORD, Treasurer, 13 Pemberton Square, Boston, Mass.

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~~B7738.77~~

B 7738.71.2

1872. Nov 25.

Copy of

Henry W. Longfellow,
of Cambridge.

RIVERSIDE, CAMBRIDGE:

PRINTED BY H. O. HOUGHTON AND COMPANY.

NOTE.

THE object of this pamphlet is to help the growth of free public libraries, to suggest their planting where they do not exist, and to favor their development where they do.

It is also the desire of the Association to respond to the want implied in the following extract from the Annual Report for 1869 of the Superintendent of the Public Library of Boston :—

“We have no schools of bibliographical and bibliothecal training whose graduates can guide the formation of, and assume management within the fast-increasing libraries of our country ; and the demand may perhaps never warrant their establishment : but every library with a fair experience can afford inestimable instruction to another in its novitiate ; and there have been no duties of my office to which I have given more hearty attention than those that have led to the granting of what we could from our experience to the representatives of other libraries, whether coming with inquiries fitting a collection as large as Cincinnati is to establish, or merely seeking such matters as concern the establishment of a village library. It is much to be hoped that during the coming year there will be instituted an organized medium for such intercommunication, under the direction of the American Social Science Association.”

In preparing this pamphlet, the Association has had aid from several members, especially the Superintendent from whose Report the foregoing extract has been taken.

March, 1871.

NOTE TO REVISED EDITION.

THE rapidity with which the first edition of this work was taken up, and the variety of inquiries respecting it from all parts of the country, show that some such manual is in immediate demand. The present edition has been revised throughout, in order to render all the service consistent with its design.

This design is simply to help a library at the start, or to carry one forward to a greater degree of usefulness. In either case, it is to be hoped that the library will soon grow to feel the need of more ample information. This is particularly true with regard to the list of books, which is intended to meet the wants of a library at or near its beginning. The works to which no asterisk is prefixed are those most generally in demand at existing libraries ; but few should be content with those alone. Any selection of books involves so many differences of circumstances, cultivation, and opinion, that it cannot be made in such a manner as to suit individual tastes or the special needs of communities.

We are under obligations to Messrs. C. A. Cutter, T. W. Higginson, and J. Winsor for suggestions

which have enabled us to improve this edition. Any hints towards the further improvement of the work, from those who read or use it, will be gratefully received.

June, 1871.

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GENERAL DIRECTIONS.

FIRST STEPS.

FIRST of all is the project of the library, then the enlistment of the right men and women to secure its execution. Public interest is to be aroused, in some communities created, and whatever means may be properly used for this purpose must be employed. It will soon be found that a good many means are needed. A brief circular to the towns-people, explaining the plan, and describing the experiences of towns possessing libraries, will generally be serviceable.

As an example of what may be done by means of a circular, the following extracts are given from a recent Report on a proposed library for the town of Milton, Massachusetts:—

“Libraries, accessible to the people, have always been encouraged in the most intelligent and advanced communities. The father of social libraries in this country is Benjamin Franklin. They took for their model the proprietary library of Philadelphia, which was founded in 1731, mainly by his exertions. To use his own words, they ‘improved the general conversation of the Americans, made the common tradesmen and farmers as intelligent as most gentlemen in other countries, and perhaps

contributed in some degree to the stand so generally made throughout the colonies, in defense of their privileges.' With the great patriot and philosopher, these were not words of theory alone, but of experience. In the sharp struggle of his youth for a livelihood, he had learned the priceless value of good books to a young man without patrimony, and dependent upon his own hands and brain for support. To such libraries, however, subscribers only were admitted; and, beneficent as they proved, they yet failed to reach a large portion of the community. In the direction of a freer system, but with special and almost exclusive reference to children in the public schools, the State of New York in 1835, and our own State in 1842 and 1843, enacted laws authorizing the establishment of School District Libraries. These did much good in directing public attention, and preparing the way, but they were too limited in their scope; and, besides, it was found that the town system for the support and administration of a library, like the town system for the support and administration of schools, was more likely to secure the best results.

"Accordingly, in 1851, our Legislature enacted a law authorizing towns to establish and maintain Public Libraries, and raise money for the purpose. Under this Act, and the additional legislation of 1866, each town has ample and unrestricted power to establish and maintain a Public Library, and to provide suitable buildings or rooms therefor."

"It may be worth while to note that almost contemporaneously with the Act of 1851 — a few months earlier — similar legislation for town libraries, to be voted upon by the burgesses, and to be supported by local taxes, took effect in England, which has been amplified by succeeding Acts of Parliament. Under it libraries have been opened at Manchester, Birmingham, Liverpool, and less populous

places, often with imposing ceremonies. By the concurrence of all testimonies, they have already achieved a great work in spreading intelligence among the masses, particularly among artisans and families of limited means, and they promise to realize still greater results in the future. This system has been extended in a measure to Canada and other British Provinces. The State of Wisconsin, in 1859, established a liberal system of Township Libraries; and other Western States have moved in the same direction."

"Your Committee believe that such a library would be useful, directly or indirectly, to all the citizens of the town. It would be especially so to those whose straitened means do not allow them free access to books. Few, if any, households would fail to seek and appreciate its benefits. In all seasons it would be resorted to by a large proportion of our people, and in the winter and less occupied seasons it would be an unfailing source of entertainment and profit. Besides its advantages to adults, it would be of great service to the scholars of the High School, and to the advanced scholars of the grammar schools. Indeed, no school education is complete which does not conduct the child to a good library. Nor is it unworthy of consideration that a town library would bring our people more together, and stimulate a greater unity of feeling among them, and a greater interest in the common welfare. It would make a residence in the town more attractive and valuable, and invite others to remove to it, who, by sharing our taxation, would reduce the rate now assessed upon us. May we not also with much confidence expect that, when its success is assured, citizens or natives of the town, following the example of Joshua Bates and George Peabody, and many other benefactors of town libraries, will enrich it with donations and legacies? The experience of other towns warrants this expectation."

OBJECTIONS TO BE MET.

However persuasive a circular may be, — indeed, whether there be any or not, — objections are almost sure to arise. Some will come from stinginess, some from timidity, some from apathy, if not hostility. They must be met. The expense of a library must be proved judicious; the uncertainties or fears regarding its use must be dispelled; the indifference or opposition to it must be broken up. It is impossible to suggest measures adapted to all cases; nor is it necessary. But one or two objections of frequent recurrence may be adverted to, *e. g.* “Books won’t be taken out,” to which the simplest answer is, “Try,” or, “They are, everywhere else.” Again: “They won’t be brought back,” to which one may reply, “They will be, for when they are read, others will be wanted.” The strongest objection, however, is pecuniary; and if that can be met, others will not be stoutly pressed.

MODES OF RAISING MONEY.

It becomes, therefore, a question of primary importance, how the money for the library can be raised. Sometimes, and perhaps generally, a town can be persuaded to make the requisite appropriation; but this is not always to be depended upon. It happens not unfrequently that a library has to be started by individuals, trusting to its being taken up afterwards by the town, or by some rich townsman. In that case, a subscription, in which but few will probably join at the outset, is to be opened and to be carried as far as circumstances allow.

BOARD OR COMMITTEE ON LIBRARY.

In anticipation of the steps thus suggested, a board of management is to be selected. Even before the library exists, or the board can be formally appointed, its designation is of great consequence. In fact, the value of the library to come will depend upon the persons who are to usher it into being. As far as possible, they should represent all the leading interests of the community. They should hold their appointments long enough to render their experience serviceable, and when they go out of office, it should be by twos or threes, rather than that the entire body should be changed at once.

One of their first acts should be the choice of a librarian. If not fully qualified, he should make a study of the work to be done, and fit himself at once to be the literary counsellor of the institution.

As he must act upon some clearly defined system, it will be well to give early consideration to rules concerning

THE LIBRARIAN AND HIS DUTIES.

ART. I. The Librarian, under the direction of the Board or Committee on the Library, shall have the charge and superintendence of all books and other property belonging to the Library, and shall be responsible for the due care thereof.

ART. II. He shall be present in the Library in person, or by an assistant approved by the Committee, at all times when it is open to the public.

ART. III. He shall cause to be entered in a record to be called the Accession Catalogue the title of

every book added to the Library, the date of its reception, its cost if purchased, the name of its donor if given, and such other particulars as the Committee may direct. And no book shall be put in use until so recorded.

ART. IV. He shall promptly acknowledge all gifts to the Library, in such form as the Committee may direct.

ART. V. He shall arrange all the books on the shelves in a proper order, and prepare such catalogues, lists, and forms as the Committee may direct.

ART. VI. He shall affix a star to the titles of such books as from rarity, costliness, or any reason, should not be permitted to go into the hands of a borrower without special permission.

ART. VII. He shall attach to every volume, before it is lent, such rules of the Library as are needful to be known, and also a stamp, label, or book-plate, with the date of accession, the donor's name, if it be a gift, the number of the shelf on which it is kept, and the number it bears on the Accession Catalogue.

ART. VIII. He shall keep a record of all books asked for which are not in the Library, with the names of the persons asking for them.

ART. IX. He shall keep a record of persons entitled to use the Library, enter the delivery and return of books ; take care that books are not kept beyond time, ill-used or lost ; maintain order in the Library ; and enforce all rules of the Committee.

ART. X. He shall from time to time, under the direction of the Committee, make a thorough examination of the Library, and present a report of its condition and increase.

ART. XI. If the Committee do not reserve the charge to themselves, he shall, subject to their approval, contract for and order books.

ART. XII. If the Committee do not reserve the charge to themselves, he shall, subject to their approval, appoint assistants and fix their salaries.

SITUATION OF LIBRARY.

This is one of the early points to be considered, and a very important one. If not of easy access, agreeable and commodious, the library will soon be neglected. In a small town, the best location is near the Post-office; but this, in a large town, would be too noisy and too costly. One general rule to be followed is to secure a reasonable proximity to those classes which have very little time to spend in going to and from a library. It should also be so placed as to have abundant light, and to be free from dampness or any other influence injurious to books. As to the size and number of rooms, everything depends upon the magnitude and use of the particular library. Small or large rooms will serve, but large are preferable on the whole, and they can be reduced at pleasure by alcoves, or, better still, by lines of cases.

pler still, without a series of holes, screw eyes (such as are used to hang heavy frames of pictures) may be inserted into the upright, two at each end of the shelf, and at any distance from the shelves above and beneath. This mode of support has been tried and much approved. The front and rear holes in the uprights must always be on the same level.

Flaps of leather or cloth attached to the edges of the shelves, and hanging down two inches, exclude a great deal of dust ; and if kept in good order, and of colors harmonizing with the bindings of the books, are ornamental as well as useful. Glass doors to book-cases promote cleanliness ; but besides costing a good deal, they are troublesome when the books are much used. One case so protected may be convenient for rare and costly books.

The top of the highest books should not be over seven, or at most, eight feet from the floor. If eight feet are taken, a low stool will enable everybody to reach the upper books. Ladders are noisy, inconvenient, and occasionally dangerous. If the room is sufficiently high, and the upper wall surface is required, galleries with fixed stairs leading to them may be used.

After the wall-surface is shelved, rows of cases may be put in the centre of the room. They should not be over four feet long, unless divided by uprights, or over sixteen inches deep. They should be open, and books should be put on both sides, the fore-edges of the books on either side coming into proximity. Passages three or more feet wide between the cases, and between the sides or ends and the wall shelves, should proceed from those windows which give the

most light, if windows are on more than one side of the room.

When the room is filled with cases, a small room will be needed for library work, which till then may be done in the main room.

Each case or space between uprights, and each shelf from the bottom up, are to bear a distinct number from one upwards. It is also desirable that each book should be numbered in order on its shelf. A complete number will then stand thus: 95. 4, of which the figure or figures after the dot signify the order on the shelf; the figure immediately before the dot, the shelf; and the figure or figures before that, the case or space between uprights. In other words, 95. 4 means the 4th book on the 5th shelf of the 9th case. If the book is a work in more than one volume, then another figure is needed, and 95. 4. 3, will designate the third volume of the 4th book, etc., as before. Duplicates should bear the same number as that of the original copy, with the addition of *a*, *b*, *c*, etc., for the first, second, and third additional copy, etc.

Books should be put upon the shelves so that the classes most in demand may be nearest the delivery.

ACCESSION CATALOGUE.

The first entry of a book should be made in a catalogue of accessions as follows: —

No.	Title.	Date.	Cost.	Gift of
150	C. C. Perkins. Tuscan Sculptors.	May 20, 1869.	—	Author.
1225	J. C. Shairp. Culture and Religion.	June 1, 1871.	\$1.00	—

This is intended to give merely the account of a book's acquisition. If more is needed, *e. g.* imprint, binding, the special fund from which the purchase

was made, etc., it can easily be added ; but the particulars above suffice for most purposes. Every book should bear, both on its stamp, label, or book-plate, and on the reverse of the title, the number that shows its place in the Accession Catalogue.

CLASSIFICATION.

This involves two questions:— 1. What shall the divisions be? 2. In what proportion shall they be filled?

The first is easily answered for a small library, by reference to the simple plan of the list in this pamphlet ; and for a larger collection, to such a scheme as that in Allibone's Dictionary of Authors, vol. iii. pp. 2913, 2914. In either case, it is desirable that the classification should be confined to the acquisition or arrangement of the books, rather than extended to the catalogue of them. Classified indexes may be used with advantage, but the catalogue itself should be alphabetical, not classified.

The second question is more difficult. If every volume asked for is supplied, the library will consist chiefly of novels and story-books. If, on the contrary, only such volumes are provided as are thought improving, then fiction will be narrowed within perhaps the smallest proportions of all. We recommend the golden mean ; the provision of both amusing and instructive books, in the expectation that readers of either as a rule will want the other at times. Experience in our largest free public library suggests that of every twenty volumes, seven should be fiction (including poetry), five travel, four history (including biography), and four art, literature (general), and science.

CATALOGUE.

No library can be so small as to render the character of its catalogue an unimportant matter.

Whether the catalogue shall be on cards or in a volume, will have to be decided in the first place. The cards if adopted, should be about 5 by $2\frac{1}{2}$ inches, ruled, and thick enough to stand on edge in trays or drawers, when loosely pressed together. If tags be attached to the upper edges of the cards at intervals of one or two inches along the row, a catch-word can be written on these tags, which will be in sight, and thus assist the seeker in finding the point of his search. The writing is more easily done on cards than on the leaves of a large folio, which have to be turned in making different entries. Alphabetical arrangement is also easier with cards, as each new card can be inserted in its place without the slightest difficulty, while many a page of a folio will become crowded. If the folio is adopted, it should have interleaves, in order to receive new titles ; or the entries may be written on broad slips of paper, and pasted with blank spaces intervening. The advantages on the whole, seem to be in favor of cards.

If the public, or careless assistants, have access to the cards, the chance of misplacement or abstraction can be reasonably provided against by running a wire over the middle of the cards ; but the wire should be removable when new cards are to be inserted.

The exterior form of the catalogue being determined upon, the question arises how books shall be entered. The mode generally preferred is that of

entering, 1. The name of the author, 2. The subject of the work. If a pseudonym is given, this too should be entered, with the abbreviation "Pseud.," but the real name, if known, should be the main entry. If no name is given, two entries may be made, if desirable, according to 1. The first leading word of the title ; 2. The subject as before ; but the latter entry will generally suffice. When a work entirely anonymous is entered, "Anon." may be inserted after the title or subject, but this is not indispensable. The entry of subjects will bring them together in groups which will be found very serviceable to those who know what they want to read about without knowing what has been written upon it. In thus grouping subjects, it is best to be as specific as possible. If a book is on "Conchology," it should be put under that, and not under "Natural History ;" but under "Natural History," after the general works, a note may be added, "See also names of specific branches, as Conchology, etc."

The entry, or heading of the entry, is the cataloguer's work ; the title following the entry is the author's, and should be accurately copied, or if long, abridged, so as to preserve the author's words as nearly as possible. Occasionally something may be added to the title to make it clearer.

Contents may be given or not, as a general rule, according to the resources of a library. If given, they should be entered in the following manner : —

BROWNING, E. B. POEMS. N. Y. 1862. 4 v. 12°

Contents. — Vol. I. A Drama of Exile ; The Seraphim ; Prometheus Bound, from the Greek of Æschylus ; Lament for Adonis, from the Greek of Bion ; Vision of Poets ; The Poet's Vow ; The

Romaunt of Margret ; Isobel's Child ; The Romaunt of the Page ; The Lay of the Brown Rosary ; Romance of the Ganges ; Rhyme of the Duchess May ; Miscellaneous. **II.** Miscellaneous ; Sonnets ; Casa Guidi Windows. **III.** Aurora Leigh ; Miscellaneous. **IV.** Memorial, by T. Tilton ; Last Poems ; Translations.

The edition should be specified, unless it is the first. It frequently happens, however, that every thousand copies of a stereotyped book is called by the publisher a separate edition ; and there may be no other alteration except in the number of the edition and the date. The number of volumes, if more than one, and the form of the book, are also to be entered.

The designation of form is determined by the number of leaves into which the sheet is folded. A sheet not folded is a *broadside* ; once folded, forming 2 leaves, or 4 pages, a *folio* (f°) ; twice folded, forming 4 leaves, or 8 pages, a *quarto* (4to or 4°). A sheet folded to form 8 leaves, or 16 pages, is an *octavo* (8vo or 8°) ; 12 leaves, or 24 pages, a *duodecimo* (12mo or 12°) ; 16 leaves, or 32 pages, a *sexto-decimo* (16mo or 16°) ; 18 leaves, or 36 pages, an *octo-decimo* (18mo or 18°) ; 24 leaves, or 48 pages, a *vigesimo-quarto* (24°) ; 32 leaves, or 64 pages, a *trigesimo-secundo* (32°). To ascertain the fold, it is necessary to examine the signatures, that is, the letters (J, V, and W are not used, not having been in the old Roman alphabet) or figures placed at the bottom of the first page of each sheet, as guides to the printer and binder. But it is to be noted that the signatures are often ambiguous, because when books are printed in half-sheets, the signatures are precisely the same for octavos as for quartos ; for six-

teens as for octavos ; for twenty-fours as for duodecimos ; for thirty-twos as for sexto-decimos. Subordinate signatures (as 3*, 3., 3., A2, etc.), do not help to determine the form of the book, but are intended merely as guides to the printer in imposing, and to the folder in folding.

EXAMPLE OF ENTRY.

Whether in a volume or on cards, the entry should be made in accordance with previous directions.

If in a volume, it would appear in this form :—

“48.9. Ticknor, G. Life of W. H. Prescott.
Boston, 1864. 4°. 456.”

The number on the left is that of the shelves ; on the right, of the Accession Catalogue. If an entry by subject is made, as is desirable, it would run, “Prescott, W. H., Life of, Ticknor, G. 48.9,” because only the prominent points of the first entry need be repeated.

If cards are used, the entry will be thus :—

35.6.	123.
Norton, Charles Eliot.	
The New Life of Dante.	
An Essay, with Translations.	
Cambridge, 1859.	
4°	

The number in the left hand corner shows the place of the book on the shelves ; that in the right hand, its place in the Accession Catalogue. The first line below gives the name of the author ; the next the main title of the book ; the next, any additional title ; the next, the imprint and date ; and the last, the size. Another card may then be written, beginning with "Dante, The New Life of," etc.

SHELF-LISTS.

Shelf-lists are necessary to the thorough administration, and particularly the thorough examination of a library. They are entered in books, ruled so that a brief title of each work may stand opposite its order number on the shelf ; and to the title should be prefixed the number of volumes, while the accession number should be annexed as a means of identifying the book, and tracing its history, as in the following list : —

ORDER NO.	VOLS.	TITLE.	ACCESSION NO.
1	12	Washington's Writings.	20
2	1	Federalist.	185

PRINTED CATALOGUE.

This is needed by everybody who uses a library. It should be an abstract rather than a reproduction of the catalogue in manuscript, with brief but accurate titles, arranged according to both authors and subjects, on the principle already recommended. As fast as books are added in any number, supplements to the printed catalogue should be brought out. If directions can be given for finding, and even for

using the books, so much the better in communities unaccustomed to libraries. The catalogue and its supplements ought to be sold at cost, or, if practicable, given to visitors.

USE OF LIBRARY.

Who shall use the library? Anybody? or anybody who gives a reference or makes a deposit, sufficient to secure the library from harm or loss? These are questions to be answered according to the character of the library, on the one hand, and of the community on the other. Speaking generally, the first duty of those having the library in charge is to provide for its safety, to see that its contents are guarded against carelessness or theft; but this duty is not in the least inconsistent with a second one, namely, that of providing for the circulation of the books among all who want them, or all who prove their want of them by readily submitting to reasonable rules and precautions. Such regulations as the following are the most essential:—

ART. I. Every inhabitant of the town of —, fifteen years old or over, shall be entitled to the use of the Library in accordance with the regulations. Persons under fifteen may be admitted upon guaranty satisfactory to the Librarian.

ART. II. Persons visiting the Library are expected to be clean, orderly, and quiet.

ART. III. Any person taking books from the Library may be required to make a deposit in proportion to their value.

ART. IV. No person shall be allowed more than one work, and, if the work is in several volumes, not more than three volumes at a time.

ART. V. All books are to be returned within fourteen days from the date of delivery, under penalty of two cents for every day's delay. The Board or Committee on the Library may, by due notice affixed to a volume, require new books to be returned within a shorter time.

ART. VI. Any book retained two weeks beyond the time prescribed, shall be sent for by the Librarian, and the messenger's fee be charged to the borrower.

ART. VII. Any book may be renewed once to the same borrower, but not more than once, until it shall have remained in the Library one full library-day.

ART. VIII. All books shall be returned to the Library at such times as the Committee may appoint by reasonable notice, under penalty of a fine of one dollar.

ART. IX. All injuries to books beyond reasonable wear, and all losses, shall be made good to the satisfaction of the Committee by the borrower. Any book not returned within one week after it has been sent for by the Librarian, shall be regarded as lost. If the volume lost or injured forms part of a set, the whole set shall be replaced by the person liable, he being entitled to the damaged set.

ART. X. No person owing any fine or damages shall borrow from the Library until the same is paid.

ART. XI. Books of reference, rare or costly volumes, and such as the Committee may reserve for any cause, shall not be taken from the Library without special permission.

The time during which a library shall be open, whether all day, or day and evening, or a part of

either or both, must be left to each institution. It ought to be kept open as much as possible. Most libraries are closed several days, at least, for an annual examination ; but recent experience has proved that the books can be satisfactorily examined, simply by closing a room, department or case at a time, without shutting the library for a day.

ACCESS TO BOOKS.

The privilege of access to the books cannot be granted to everybody, but it can be to those who really need it, in order to discover the works which bear upon their inquiries. It is quite safe as an exception, though not as a rule, in the administration of a library.

INDICATOR.

This is an apparatus of very great assistance to a librarian and to a visitor of a library. It consists of an upright frame, with spaces for movable wooden blocks or pegs, some of which are to bear on their ends the shelf numbers, but most of them the book numbers, stamped on paper labels. These two sets of numbers should be differently colored, and the book numbers themselves should be of two colors, white figures upon a black ground for one end of the pegs, and black figures upon a white ground for the other end. If the white figures are visible, the book is in ; if the black, the book is out, or *vice versa*. Any one can see how time and trouble are thus saved to a visitor, and still more to a librarian or assistant, whose act in turning a peg, as a book is taken out or brought back, is momentary compared with that of looking up a book on its shelf, and if it

is out, of looking up another. Each case, or line of cases, or alcove, may have its own indicator, and this is better than one huge frame for the whole library. It is never, indeed, worth while to provide indicators for any other portion of a library than that which is in active demand.

The People's Library of Newport, Rhode Island, is furnished with a set of indicators, simple, compact, and moderate in price (about two cents per peg, or number), according to a design of Mr. William Dame, of that city, who is ready to supply other libraries.

CHARGING LOANS OF BOOKS.

Two systems are in vogue: 1. The account is kept with the borrower. 2. The account is kept with the book.

Both systems require the registration of the borrower, his name, residence, and, if need be, reference; both demand that the registration be accompanied by the issue of a card, with blank spaces for the borrower's name and the number of the book asked for, together with such rules or directions as may be deemed best; and that this card be presented whenever application for a book is made or the book is returned.

A form of card in actual use is herewith given.

Note that the reverse of the card affords ample space for an abstract of regulations or for any other information which a borrower needs.

On the second system, the simplest mode is to employ slips or cards, one being given to every book in the library. These are kept upright, arranged numerically for easy reference. Whenever a book goes out, its card is found, the date of taking the book and the registration number of the borrower are written on it; and when the book is returned, the card is again found, and the date of return written. Each card accordingly shows the history of its book's circulation. Where the number of volumes is not large, this system has many advantages; but where the books are numerous and much used, additional means are needed to prevent a borrower's keeping a book beyond time, or taking a new book while he has one already. Perhaps no means is easier than putting a slip for each borrowed book into a drawer, with compartments for each day's delivery. Of course every slip not withdrawn on the return of the book will appear in its compartment at the end of fourteen days, or other allotted term.

READING-ROOM.

This is naturally included within the scope of a library. It may be a separate room or a part of the library-room itself, according to circumstances; whichever it is, it will prove of constant service. Many persons prefer looking over a book at a library to taking it away; others wish merely to hunt up a reference or make an extract; others still have no place of their own to read in, and will care very little for a book which they must carry to what is called home. A reading-room is also very serviceable for the use of periodicals. In a small town,

where everybody is known, and calls are not numerous, periodicals may be taken out like any other works, though for a shorter time. If the demand increases, current numbers of periodicals may be exposed upon tables, where all can freely handle them. In the experience of large libraries, however, where visitors are numerous, and periodicals are taken in great variety, a system of delivery from a counter, taking a receipt for each, has been adopted.

PAMPHLETS.

As a general rule for small libraries, pamphlets should not be bound, but arranged in boxes made of wood or card-board, which can be procured at moderate cost. A style manufactured in Salem, Mass., under the name of "Institute Pamphlet Case," is accompanied by useful directions. If not kept, pamphlets should not be destroyed, but sent to some large library, where their management is systematized. A pamphlet is often the harder to get from having been widely distributed, as a sense of its commonness frequently leads to its destruction.

BINDING.

The practice of covering books with paper seems to be generally disapproved, as neither encouraging respect for them nor saving them from any real injury. They should, therefore, be bound in such a manner as to need no paper covers. Plain, but neat and strong half-leather binding, the sewing very thorough, with lettering sufficient to indicate the book, is the right sort. A certain correspondence in character between the outside of a book and the

fineness of paper and type within, is to some extent desirable ; but a free library should not indulge in much expense for binding. Contracts may be made with bookbinders to bind and repair books at advantageous rates. Some books become so worn inside as well as out, that they had better be replaced, not rebound.

COLLECTIONS.

Various series of books, published in uniform shape, can be purchased entire, or in separate volumes.

The following are best suited for popular libraries : —

a. Library of Useful Knowledge. London. 353 numbers at 6*d.* each.

b. Library of Entertaining Knowledge. London. 43 vols. at 2*s.* 3*d.*

c. Bohn's Standard Library. A good collection, of over 150 volumes, and still increasing.

d. Bohn's other Libraries, the "Scientific," "Antiquarian," "Illustrated," "Cheap Series," etc., are all good selections.

e. Both Bohn's "Classical Library" and Harper's "Classical Library" offer a fair collection of English translations from the Latin and Greek.

f. Murray's "Family Library," London, in about 80 volumes, and Harper's "Family Library," New York, in about 190 volumes, are desirable series.

g. Novels. Of the older school, there are Barbauld's British Novelists, 50 volumes ; Ballantyne's Novelists' Library, 10 volumes ; Roscoe's Novelists' Library, 19 volumes. A large portion of the well-known Tauchnitz "Collection of British Authors" is novels. The most extensive uniform edition published in the United States,

is Harper's "Standard Novels," which has maintained as good a character as could be expected.

h. Poetry. Ten principal collections of the English poets have been published within the last hundred years. The best is an American one issued originally by Little, Brown, & Co., and now published by J. R. Osgood & Co. The text of the earlier poets has been carefully corrected; that of the more recent, like Byron, Coleridge, Scott, Southey, Wordsworth and others, has been included, making 44 poets in 128 volumes.

j. The Drama. The four principal English collections are Sir Walter Scott's Modern British Drama, 5 volumes; Cumberland's British Drama, 14 volumes; Bell's British Theatre, 17 volumes; Mrs. Inchbald's British Theatre, 25 volumes, with 7 volumes additional of farces. These collections often show the plays in their stage adaptation, and so differ from the drama as printed in the works of their respective authors. The American collections have been numerous, under the title of French's Standard and Minor and American Dramas, Wemyss' Minor Drama, Sargent's Modern Standard Drama, and Spencer's Boston Theatre; but, owing to changes in publishers and the separate publication of each play, sets are often much confused.

k. The Tauchnitz (Leipsic) Collection of British, including some American, Authors, in its little square-shaped volumes, is well known. As it cannot be introduced into England, it is intended for readers on the Continent and in this country. If the whole set is to be ordered, it should be bound in Germany and imported by the library to save duty. The latest lists can be procured of the importers, and one, down to the middle of 1870, will be found in the Class List for Poetry, etc., of the Boston Public Library. The collection now numbers about 1,200 volumes.

l. The Tauchnitz Collection of German Authors, in

English translations, has recently been begun in uniform shape, and promises well.

m. Weale's "Series of Elementary Works for Beginners," on matters generally technological, in over 130 small volumes. An admirable set.

EDITIONS.

The naming of different forms of books by publishers is sometimes perplexing. "The Globe Edition" is a name covering a wide difference in appearance, but usually compact in type and convenient in size. It began with some English publishers, in new editions of the chief poets, and has been continued in various issues abroad and at home. "Household Editions" became popular several years ago, with the issue of the Waverley Novels in a small handy volume, and the name has since been given to other publications. A "Blue and Gold" series, begun with an American edition of Tennyson, has had many successors and imitators. A few years since, a "Diamond Edition" of Dickens started a fashion, that fortunately for people's eyes, to which its small type was very trying, did not become popular. With the open page of poetry it is somewhat less injurious, and printed on larger paper, with a red line surrounding the page, has reappeared in "Red-line Editions."

WORKS FOR CONSULTATION.

In giving these hints concerning the management of libraries, two objects have been in view : 1. To convey actual information ; 2. To show the necessity of more extensive investigation.

The following works are recommended for consultation :—

British Museum Catalogue, vol. 1. (the only printed volume). This contains the rules of cataloguing followed in that great establishment.

Smithsonian Report on Cataloguing, by Professor C. C. Jewett. Its precepts are generally exemplified in the printed catalogues of the Boston Public Library.

The Boston Public Library has issued for its Bates Hall collection two large 8° volumes, and a third volume is in preparation. The first Catalogue of its Lower Hall gave the titles with equal fullness, and eight annual supplements followed, when a reissue of the entire Catalogue for that hall was begun with briefer titles, and now consists of six Class lists, of which frequent editions are printed. A recent list, entitled Historical Fiction, is intended to aid in finding a novel, play, or poem illustrative of history. Bulletins (hereafter mentioned) show the later additions.

Boston Public Library Reports, particularly Superintendent's (Mr. J. Winsor) Report for 1869 ; full of varied information.

Congressional Library Catalogue. This can be studied with great gain.

Allibone's Dictionary of British and American Authors, with indexes of subjects. One of the first books to be ordered for a library.

American Literary Gazette and Publisher's Circular. Philadelphia, monthly, \$2.00 per annum. This contains lists, with prices, of all books published in the United States, and announcements of forthcoming books.

London Bookseller. This covers the same ground for British publications.

Book-lists and Bulletins are published monthly by various publishing houses, and almost every publisher issues

at intervals catalogues of his publications and stock. These can usually be procured on application. The Boston Athenæum, the Boston Public Library, the Mercantile Library of Brooklyn, the Library Company of Philadelphia, issue lists of books added to their collections at intervals of a few months ; and once a year, the Library of Congress prints a volume of its accessions, — all of which are useful to a Free Library. The Trade Circular Annual for 1870, published by Leypoldt & Holt, New York, is to be recommended.

Two recent works on the choice of books may be examined : —

1. Books and Reading ; or, What Books shall I Read, and how shall I Read them? By Noah Porter, Professor in Yale College. N. Y. 1871. 4th ed.
2. What to Read and how to Read ; being classified lists of choice reading, brought down to September, 1870. By Chas. H. Moore, M. D. N. Y. 1871.

SELECTED LIST OF BOOKS IN THE ENGLISH LANGUAGE SUITABLE FOR FREE LIBRARIES.

THE object of the following list is to present a few thousand volumes for free libraries *to begin^o with*. It is intended to provide amusement as well as instruction, and for readers of all ages and various degrees of education.

Tr. indicates translation.

* points out books that may be omitted from first purchases, not as inferior, but on account of cost, or because less adapted to general circulation. Titles left unmarked are preferable, in many cases, only because they are most in favor with average readers.

ART.

Allston, W. Lectures on the Fine Arts (and Poems).

*Burn, R. Rome and the Campagna.

*Crowe, J. A., and Cavalcaselle, G. B. History of Italian Painting.

*Didron, A. N. Christian Iconography. Tr. Bohn's ed.

Duplessis, G. Wonders of Engraving. Tr.

*Eastlake, Sir C. History of Oil Painting.

*Fergusson, J. History of Architecture.

Hamerton, P. G. Etchings and Etchers.

Painter's Camp. Thoughts about Art.

Jameson, A. Poetry of Sacred and Legendary Art.

Legends of the Madonna.

Legends of the Monastic Orders.

*Jameson A., and Lady Eastlake. History of our Lord.

Jarves, J. J. Art Hints.

- Kugler, F. Handbooks for the Italian, German, Flemish, Dutch, Spanish, and French Schools of Painting. Tr. Illustrated ed. Continuation by Sir E. Head.
- *Lübke, W. History of Art. Tr.
- Müller, C. O. Ancient Art and its Remains. Tr.
- Parker, J. H. Introduction to the Study of Gothic Architecture.
- *Perkins, C. C. Tuscan Sculptors.
Italian Sculptors.
- Reynolds, Sir Joshua. Academic Discourses. Bohn's ed.
- Ruskin, J. Elements of Drawing.
Modern Painters.
Seven Lamps of Architecture.
Stones of Venice.
- Tuckerman, H. T. Book of the [American] Artists.
- Viardot, L. Wonders of Italian Art. Tr.
Wonders of European Art. Tr.
- *Walpole, H. Anecdotes of Painting, etc., in England.
- Westropp, H. M. Traveller's Art Companion: a Handbook of Archæology.
- *Winckelmann, Ancient Art among the Greeks. Tr. by G. H. Lodge.
- Wornum, R. Epochs of Painting. London ed. 1864.
- Wyatt, M. D. Fine Art. A Course of Lectures.

BIOGRAPHY, INCLUDING LETTERS.

- Abbott, J. Alfred of England.
Elizabeth.
William the Conqueror. [Many others, if desired.]
- Adams, H. G. Weaver-boy. Life of D. Livingstone.
- Adams, J. Q., and C. F. Life of John Adams.
- Andersen, H. C. The Story of my Life. Tr.
- Andrews, S. J. Life of our Lord.
- *Arago, D. F. J. Biographies of Distinguished Scientific Men. Tr.
- *Audubon, J. J. Life and Journals, by his Widow.
- *Augustine, St. Confessions. Tr.
- *Austin, S. Goethe and his Contemporaries.
- *Balbo, C. Life and Times of Dante. Tr.
Beecher, L. Autobiography.
- Boswell, J. Life of S. Johnson.. ed. Croker.
- *Brewster, Sir D. Life of J. Kepler.
Memoirs of Sir I. Newton.
- *Brooke, S. Life of F. W. Robertson.

- *Brougham, H. *Lives of Men of Letters and Science in the Time of George III.*
- * *Sketches of Statesmen in the Time of George III.*
- *Brown, S. G. *Memoirs of R. Choate.*
- *Bulwer, H. L. E. *Life of Lord Palmerston.*
- *Burgon, J. W. *Life and Times of Sir T. Gresham.*
- *Butler, J. E. *Memoir of J. Grey of Dilston.*
- Buxton, C. *Memoirs of Sir T. F. Buxton.*
- Carlyle, T. *Life of Burns.*
- Life of Schiller.*
- Life of Sterling.*
- Carpenter, F. B. *Six Months at the White House with A. Lincoln.*
- *Chadwick, W. *Life of Daniel De Foe.*
- Channing, W. H. *Memoir of W. E. Channing.*
- *Cockburn, H. *Life of Lord Jeffrey.*
- *Coleridge, J. T. *Memoir of J. Keble.*
- *Conybeare, W. J., and Howson, J. S. *Life and Epistles of St. Paul.*
 Same, abridged.
- Cooper, J. F. *Lives of Distinguished American Naval Officers.*
- Cromwell, O. *Letters and Speeches.* ed. T. Carlyle.
- Curtis, G. T. *Life of D. Webster.*
- *Devrient, P. E. *Recollections of Mendelssohn.* Tr.
- *Dicey, E. *Memoir of Cavour.*
- Edgar, J. G. *Boyhood of Great Men.*
- *Evelyn, J. *Life and Writings of.* ed. W. Bray.
- *Falloux, A. F. P. *Life and Letters of Mme. Swetchine.* Tr.
- *Fénelon, F. de S. *Lives of Ancient Philosophers.* Tr.
- Fliedner, T. *Life of Pastor Fliedner.* Tr.
- *Forster, J. *Life of Cromwell.*
 Lives of Statesmen of the Commonwealth.
- * *Life of W. S. Landor.*
- *Forsyth, W. *Life of Cicero.*
- Franklin, B. *Autobiography.* ed. J. Bigelow.
- Frothingham, R. *Life of Joseph Warren.*
- Fry, Elizabeth. *Life compiled from her Journal.*
- *Fuller, T. *Worthies of England.*
- Garibaldi, G. *Autobiography.* Tr.
- Gaskell, E. *Life of Charlotte Brontë.*
- Gibbon, E. *Autobiography.*
- *Gordon, M. *Memoir of John Wilson.*
- *Goethe, J. W. von. *Autobiography.* Tr.
- Greeley, H. *Recollections of a Busy Life.*
- Greene, G. W. *Life of Nathanael Greene.*

- *Grimm, H. Life of Michael Angelo. Tr.
- Guizot, F. P. G. Essay on Washington. Tr.
- Hall, E. B. Memoir of M. L. Ware.
- *Harford, J. S. Life of Michael Angelo; also, Memoirs of Savonarola, Raphael, and V. Colonna.
- Harvard Memorial Biographies.
- Head, Sir F. B. Life of Bruce, the African Traveller.
- *Herbert, E., of Cherbury. Life.
- *Holstein, H. L. V. D. Memoirs of La Fayette. Tr.
- Hood, T. Memorials.
- Hosmer, J. K. Color Guard.
- *Hunt, F. Lives of American Merchants.
- Hutchinson, L. Life of Col. Hutchinson.
- Irving, W. Life of Columbus. Same, abridged.
- Life of Goldsmith.
- Life of Washington. Same, abridged. [Student's Life.]
- Irving, P. M. Life and Letters of W. Irving.
- *James, G. P. R. Charlemagne.
- *Henry IV. of France.
- Jameson, A. Memoirs of Early Italian Painters.
- Memoirs of Female Sovereigns.
- *Joinville, J. de. Saint Louis, King of France. Tr.
- Jones, J. W. Boyhood of Great Men.
- *Jones, W. Memoir of Rowland Hill.
- *Kératry, E. de. Rise and Fall of the Emperor Maximilian. Tr.
- *Knight, C. Biography of Shakespeare.
- *Las Casas, M. J. E. D. Private Life of Napoleon I. Tr.
- Leslie, C. R. Autobiographical Recollections.
- *Lewes, G. H. Life of Goethe. 2d Eng. ed.
- *Liszt, F. Life of Chopin.
- Lockhart, J. G. Memoirs of Sir W. Scott.
- Lossing, B. J. Biographies of Signers of the Declaration of Independence.
- Macaulay, T. B. Biographies contributed to Encycl. Britannica.
- *Martineau, H. Biographical Sketches.
- Masson, D. Life of Milton.
- Mendelssohn, F. B. Letters. Tr.
- Miller, H. Autobiography.
- *Molyneux, G. Curé d'Ars: Memoir of J. B. M. Vianney. Tr.
- *Montalembert, C. F. Life of St. Elizabeth of Hungary. Tr.
- *Moore, T. Life of Lord Byron.
- *Life of Sheridan.
- Morley, H. Life of Bernard Palissy.

- *Mozart, W. A. Letters. Tr.
- *Napoleon I. Confidential Correspondence with Josephine. Tr.
- * Confidential Correspondence with Joseph. Tr.
- *Niebuhr, B. G. Life and Letters. Tr.
- Oliphant, M. (O. W.) Historical Sketches of the Reign of Geo. II.
- Ossoli, S. Margaret Fuller. Memoirs.
- *Parr, H. Life of Jeanne d'Arc.
- Parton, J. Famous Americans.
- Life of Franklin.
- Life of Jackson.
- Pellico, Silvio. My Prisons. Tr.
- *Pepys, S. Diary and Correspondence,
- *Perthes, C. T. Life of F. Perthes. Tr.
- Plutarch's Lives. Tr. ed. Clough.
- *Prior, J. Life of Edmund Burke.
- Procter, B. W. Charles Lamb: A Memoir.
- *Quatremère de Quincy, A. C. Life of Raphael. Tr. Bohn's ed.
- Quincy, E. Life of J. Quincy.
- * Randall, H. S. Life of T. Jefferson.
- Raymond, H. J. Life of Abraham Lincoln.
- Riethmüller, C. J. Life of Alexander Hamilton.
- *Robinson, H. C. Diary and Correspondence.
- *Roscoe, Mrs. H. Vittoria Colonna.
- Russell, W. Boyhood of Extraordinary Men.
- Sainte-Beuve, C. A. Celebrated Women. Tr.
- *Sarrans, B. Memoirs of La Fayette and French Revolution of 1830. Tr.
- Schaff, P. Life of St. Augustine. Tr.
- *Schindler, A. Life of Beethoven. Tr.
- Sévigné, Mme de. Letters. Tr.
- Smiles, S. Brief Biographies.
- Industrial Biography.
- Lives of the Engineers.
- Smith, G. Three English Statesmen. [Pym, Cromwell, Pitt.]
- Smith, Sydney. Life and Letters. Student's ed.
- Southey, R. Life of Cowper.
- Life of Nelson.
- Life of Wesley.
- Sparks, J. Library of American Biography. Two Series.
- Life of Ledyard.
- Life of Washington.
- *Stahr, A. Life of Lessing. Tr.

- *Stanhope, P. H. Life of W. Pitt.
- Stanley, A. P. Life and Correspondence of T. Arnold.
- Stirling, W. Cloister Life of Charles V.
Life of Velasquez.
- Stowe, H. E. B. Men of our Times.
- Strickland, A. Lives of Queens of England. Same, abridged.
- * Lives of Queens of Scotland, and English Princesses.
- Talfourd, T. N. Life and Letters of Charles Lamb.
Final Memorials of Charles Lamb.
- *Taylor, T. Life of Sir Joshua Reynolds.
- Thackeray, W. M. English Humorists of the Eighteenth Century.
The Four Georges.
- Thatcher, B. B. Lives of Distinguished Indians.
- Thayer, W. M. Farmer Boy. [Washington.]
Printer Boy. [Franklin.]
- Ticknor, G. Life of W. H. Prescott.
- Timbs, J. Inventors and Discoverers.
- *Tocqueville, A. C. H. C. de. Memoir, Letters, and Remains. Tr.
- *Trollope, T. A. Decade of Italian Women.
- Trumbull, H. C. Biography of H. W. Camp.
- *Twiss, H. Life of Lord Chancellor Eldon.
- Tyndall, J. Life of Faraday.
- *Vasari, J. Lives of Artists. Tr. Bohn's ed.
- *Victoria, Queen. Early Years of Prince Consort.
- * Life in the Highlands.
- *Voltaire, F. M. A. de. Charles XII. Tr.
- *Walton, I. Lives of Donne, Wotton, Hooker, Herbert, and Sanderson.
- *Warburton, E. Memoirs of Horace Walpole.
- * Memoirs of Prince Rupert.
- Ware, J. Life of H. Ware, Jr.
- Washington, G. Writings (mostly Correspondence). ed. J. Sparks.
- Webb, R. D. Life of John Brown.
- Weiss, J. Life of Theodore Parker.
- Wells, W. V. Life of Samuel Adams.
- White, R. G. Shakspeare's Scholar.
- *Wilkinson, J. J. G. Life of Swedenborg.
- Wirt, W. Life of Patrick Henry.
- Woolman, J. Journal. ed. Whittier.
- *Wordsworth, C. Memoirs of W. Wordsworth.

FICTION.

- Abbott, J. Harper's Story Books.
- *About, E. King of the Mountains. Tr.
- * Tolla. Tr.
- Adams, W. T. (Oliver Optic) Boat Club.
Now or Never.
Sailor Boy.
Soldier Boy.
Starry Flag.
Yankee Middy.
Young America Abroad.
Young Lieutenant.
- Aguilar, G. Home Influence.
Home Scenes.
Mother's Recompense.
- Alcott, L. M. Little Women.
Little Men.
Old-fashioned Girl.
- Alger, H. Frank's Campaign.
Paul Prescott's Charge.
- Andersen, H. C. Danish Fairy Legends. Tr.
Improvisatore. Tr.
Stories and Tales. Tr.
- Arabian Nights' Entertainments. Tr. Lane's ed.
- Austen, J. Emma.
Mansfield Park.
Persuasion.
Pride and Prejudice.
- Baker, G. M. Amateur Dramas.
- Baker, S. W. Cast up by the Sea.
- Ballantyne, R. M. Coral Island.
Snowflakes and Sunbeams.
World of Ice.
- Balzac, H. de. Alchemist. Tr.
Eugénie Grandet. Tr.
- *Beckford, W. Vathek.
- *Björnsen, B. Arne. Tr.
- *Bréhat, A. de. Adventures of a Little French Boy. Tr.
- *Bremer, F. Home. Tr.
- * Neighbors. Tr.
- Brontë, C. (Currer Bell). Jane Eyre.

- Brontë, C. Professor.
Shirley.
Villette.
- *Brooks, S. Aspen Court.
- *Gordian Knot.
- *Brown, C. B. Edgar Huntley.
Wieland.
- Bulfinch, M. H. Frank Sterling's Choice.
- Bulfinch, T. Age of Chivalry.
Age of Fable.
Legends of Charlemagne.
- Bulwer-Lytton, E. Caxtons.
*Harold.
*Last of the Barons.
Last Days of Pompeii.
My Novel.
Pilgrims of the Rhine.
*Rienzi.
What will He Do with It.
- Bunyan, J. Pilgrim's Progress.
- *Burney, F. Evelina.
- *Carleton, W. Stories of Irish Peasantry.
- *Carlyle, T. German Romance. Tr.
- Carroll, L. Alice's Adventures in Wonderland.
- *Cervantes, M. de S. Don Quixote. Tr.
- *Chambers, W. and R. Library for Young People.
- *Chamisso, A. von. Peter Schlemihl. Tr.
- Charles, E. Early Dawn.
Kitty Trevelyon.
Schönberg-Cotta Family.
- *Charlesworth, M. L. Ministering Children.
- Clarke, C. Mademoiselle Mori.
On the Edge of the Storm.
- Clarke, R. S. (Sophie May). Dotty Dimple Stories.
Little Prudy Series.
- *Collins, W. No Thoroughfare.
- *Woman in White.
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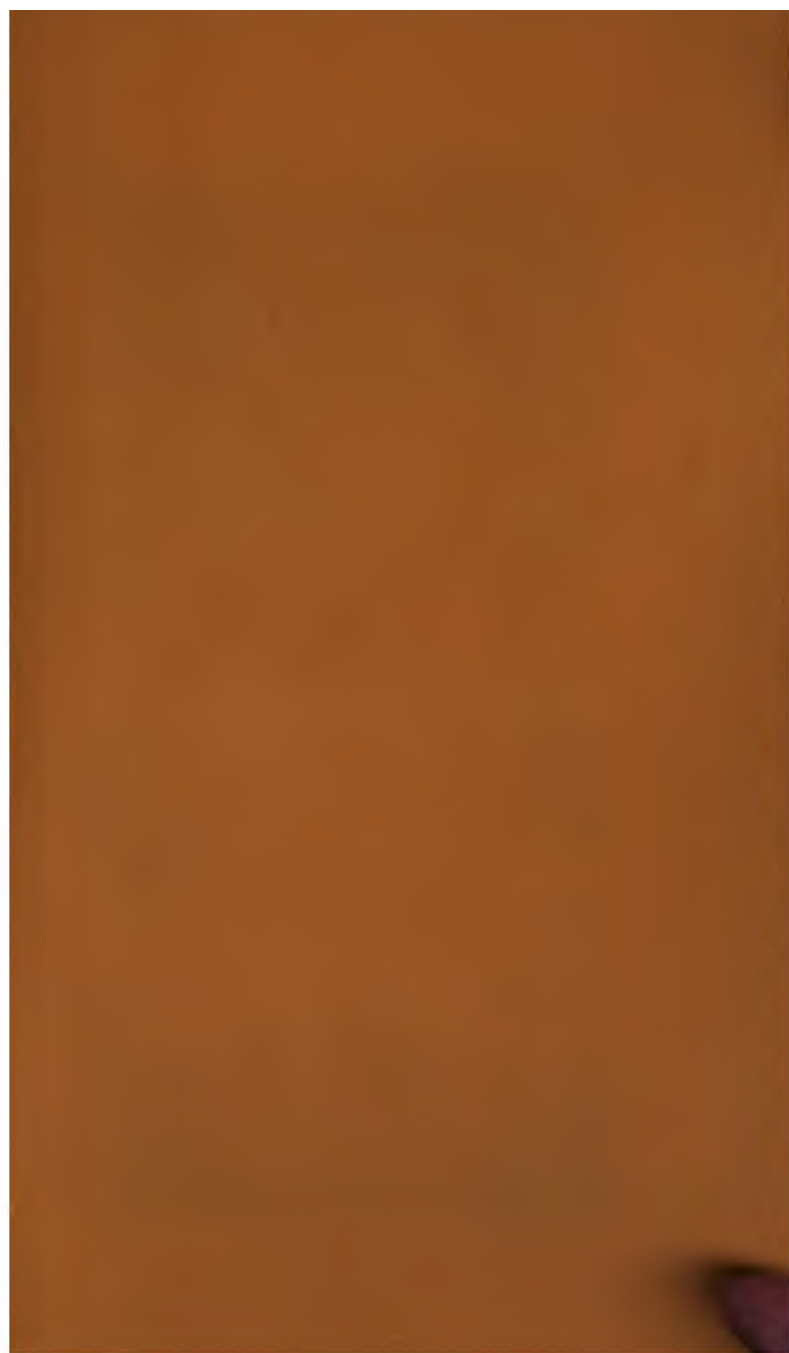
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